



Fresno County Superior Court Employment Opportunity

COURT COMMISSIONER \$118,560 Annually

The Fresno County Superior Court is seeking a Court Commissioner. Court Commissioners perform various judicial functions as prescribed by law or conferred by the court. Commissioners may be assigned to any court location for any assignment.

Applicants must possess comprehensive knowledge of the judicial system, including but not limited to family, criminal, juvenile, and civil law. Applicants must also possess the ability to objectively analyze and interpret legal issues, principles and arguments, and control courtroom proceedings in a decisive, orderly, and equitable manner; communicate orally and in writing in a concise and effective manner; and exercise appropriate judicial temperament and demeanor, and effectively handle pressure in difficult and unexpected situations.

SAMPLES OF DUTIES:

1. Act as a temporary judge in Superior Court cases pursuant to stipulation of counsel or parties; conduct a daily court calendar; preside over hearings and trials; make rulings, findings, judgments and orders.
2. Arraign defendants; grant continuances; hear, review and rule on or determine a variety of petitions, motions and other actions; take evidence from concerned parties and other witnesses; make or recommend appropriate court orders; accept pleas and impose sentences; set cases for hearings and trials; and conduct court and jury trials.
3. Perform the functions of a referee of the Juvenile Court as prescribed by Welfare and Institutions Code section 247.
4. Conduct judicial hearings in family support cases involving Title IV of the Social Security Act, and cases filed by the District Attorney to establish paternity and other child support-related matters. May act as a judge pro-tem in such matters, or as a commissioner making findings and recommendations to review by a judge of the Superior Court.
5. Perform one or more of the functions of a probate commissioner, including review of pleadings and accountings in probate, guardianship, conservatorship and related matters; approving creditors' claims, ex parte orders and other probate actions; and presiding over probate proceedings as assigned.
6. Preside over proceedings involving such matters as criminal and traffic arraignments, hearings and trials of infractions, misdemeanors and felonies, including day and evening court sessions as assigned.
7. Preside over proceedings in civil and small claims actions.
8. Review court files, documents, and related materials to assess cases prior to and following hearings. Prepare court documents, records, reports, correspondence and other written materials pertaining to case findings.
9. Perform other related duties as assigned by the presiding judge.

STARTING BENEFITS:

The Fresno County Superior Court offers a generous benefit package to its full-time employees which includes 12 paid holidays; approximately 20 days annual leave (vacation/sick leave); and choice of several health benefit packages (including medical, dental and vision). Depending on the plan chosen, employee-only health premiums are fully or largely paid by the court; and over \$100 per month toward dependent coverage is provided. Employer-paid and optional life insurance; disability insurance; excellent retirement benefits; flexible spending account; deferred compensation; and an employee assistance program are also provided.

MINIMUM QUALIFICATIONS:

- Membership:** An active member in good standing with the State Bar of California.
- Experience:** Admitted to practice law in California for a period of at least five (5) years prior to appointment, or in any state and California for a combined period of not less than ten (10) years; unless inactive membership due to previously holding the position of judge, referee or commissioner.
- License:** Possession of a valid California Class "C" driver's license.
- Other:** Citizenship in the United States and residency in California.

SELECTION PROCESS:

Applications are available in the Fresno County Courthouse, 1100 Van Ness Avenue, Room 401, Fresno, California 93724, from 8:00 a.m. to 3:00 p.m. Applications may also be obtained from www.fresno.ca.gov/2810, but must be submitted in person or by mail. Submit completed application and resume to the address below.

Recruitment opens 8:00 a.m., Monday, September 8, 2003, and closes 3:00 p.m., Friday, October 3, 2003. Postmark dates and faxed copies are not accepted. RESUMES NOT ACCEPTED IN LIEU OF APPLICATION. A screening panel may be convened to select those applicants deemed most qualified to participate in a written and/or oral examination. The first interview will be held on Tuesday, October 21, 2003 and the final interview will be held on Monday, October 27, 2003.

APPLY AT:

**Fresno County Superior Court
1100 Van Ness, Room 401
Fresno, CA 93724
8:00 a.m. – 3:00 p.m.
(559) 488-3211
Attention: Rose Flores**

Should you feel you need special accommodations due to a qualifying disability, please contact the Court's Personnel Office at (559) 488-2795.

www.fresno.ca.gov/2810